BAMBU Interiors

THE CLIENT PLANNING GUIDE

Office move & refurbishment

WORKBOOK

A practical guide for briefing, comparing, budgeting and delivering a better workplace.

DESIGN INTENT / COMMERCIAL CLARITY / DELIVERY DISCIPLINE

BAMBU INTERIORS

LONDON · UNITED KINGDOM

01 / DEFINE THE BRIEF

What must the office do?

Bring this page to your first project meeting. Ask the sponsor, facilities lead and department heads to agree priorities together.

Project and decision owner

Project location, sponsor, day-to-day lead and budget approver

What needs to change?

Describe a typical busy day. Where do people lose time or struggle to find space?

How much space does the team need?

Peak attendance, meeting rooms, visitors, collaboration and accessibility needs

What would success look like?

Write three measurable outcomes, in priority order

THE BAMBU TEST

A clear brief should describe how the space performs, not just how it looks.

02 / COMPARE YOUR OPTIONS

Stay, refurbish or move?

Compare your present office with a shortlisted property. Use the same headcount, scope and occupation da for a fair assessment.

DECISION ITEM	STAY + REFURBISH	RELOCATE
Peak desks and meeting rooms		
Lease dates and occupation window		
Works, furniture, AV and IT costs		
Temporary space, removals and downtime		
Building constraints and approvals		
Evidence needed and person responsible		

Which option should progress?

Record the reason, the biggest uncertainty and the date it must be resolved.

03 / COST BASELINE

Build a realistic budget.

Date every estimate and record whether VAT, professional fees, contingency and exclusions have been inclu

COST ALLOWANCE	ESTIMATE (£)	EVIDENCE / EXCLUSIONS
Construction + building services		
Furniture, AV, IT + moves		
Surveys, design fees + approvals		
Contingency + identified risks		

TOTAL PROJECT ALLOWANCE	£

Budget assumptions and exclusions

COMMERCIAL CHECK

Compare like-for-like scope and record who owns every allowance.

04 / PROGRAMME & APPROVALS

Work backwards from occupation.

Agree milestones with the project team, confirm dependencies and identify any landlord or statutory approv
before committing to a move date.

MILESTONE	TARGET DATE	OWNER / DEPENDENCY
Brief and test fit agreed		
Surveys + building approvals		
Design and costs signed off		
Long-lead orders released		
Site start + critical inspections		
Handover and occupation		

Critical path and decisions

What must happen before works can start, and what could delay occupation?

05 / READINESS & AFTERCARE

Plan the first Monday.

Walk the route from the front door to a working desk with the people who will run the office. Use this page the final coordination meeting.

- [ ] Confirm move sequence, lift bookings, access hours and keys.
- [ ] Test internet, desk power, Wi-Fi, meeting rooms and video calls.
- [ ] Agree user briefings, escalation contacts and helpdesk cover.
- [ ] Collect handover records, user guides and maintenance contacts.
- [ ] Log outstanding items, owners, deadlines and review meetings.

Outstanding actions

ITEM / LOCATION	OWNER	DUE DATE

After the first week

Ask the team what works, what needs adjusting and who will follow up.